



Non-Merit Job Vacancy Announcement

ADMINISTRATIVE SECTION SUPERVISOR

Pay Grade:	15	Position Type:	Full Time
Salary or Range:	\$3,230.82 - \$4,280.10	Work Schedule:	Monday - Friday
FLSA Designation:	Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs - Appalachian Challenge Academy
Work Address: 465 Grays Drive, Grays Knob, KY 40829
Work County: Harlan

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

Agency prefers candidates that have a current Kentucky certification in secondary education.

DESCRIPTION OF JOB DUTIES:

Provides direct supervision over all employees within the Academic Section; plans, organizes, supervises and reviews work of employees to assure economic and efficient operations; responsible for the preparation, review, accuracy and maintenance of all section records and prepares correspondence and special reports as requested; assists in providing academic instruction in the classroom and insures that sufficient academic staff is available to provide instruction to meet academic goals; develops and recommends policies and procedures pertinent to the section; recommends the acquisition of staff, supplies and equipment as needed; performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional administrative experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional administrative or research experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must hold and maintain a valid driver's license prior to appointment in this classification.

Agency Requirements: Background Check required before hired, physically able to lead and participate in physical training activities, must be able to work flex schedule; must have a valid driver's license and work toward obtaining a CDL

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/6/2016)

[Posted on: 5/27/2016]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website****

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Crystal Simpson

Contact Method: 502-607-1541 or
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

